

FILING A CERTIFICATE OF SERVICE

- * Click **Bankruptcy** on the CMECF Main menu Bar.
- * Under **Bankruptcy Events**, click **Other**.
- * At the Case Number screen, enter your case number.
- * Click **Next**.

The **Document Selection** screen appears as shown below.



- * At the Document Selection screen, select **Certificate of Service**.
- * Click **Next**.

Joint attorney filing screen appears as shown below.



- * If another attorney is joining in the filing of this document, then select the box.
- * If this is not a joint filing, do not select the box.
- * Click **Next**.

The **Party Selection** screen appears as shown below.



- * Select the party on whose behalf the certificate is being filed.
- * Click **Next**.

The **PDF Selection** screen appears.



- * Select, preview then associate the PDF file to the docket entry.
- * Click **Next**.

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[Query](#)
[Reports](#)
[Helpfiles](#)
[Logout](#)

Miscellaneous:
[01 - U.S. Bankruptcy Courts & Case Filings](#)

☐ This is the flag to use in indicating a comment to the court. (Type click on the box)
 NOTE: If the event you are checking is an answering case, you will be prompted on a subsequent screen for a comment. Therefore, do not click on this box to check share a reply up to the motion you are answering.

- The **Category Selection** screen appears as shown below.



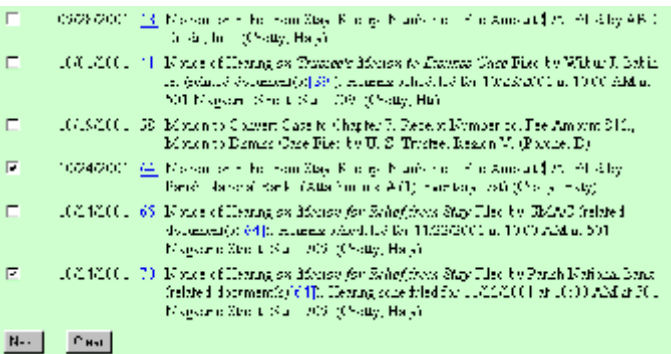
* Select **Motion**, then press and hold down the **[Ctrl]** key and select **Notice**.

Both category of documents should be highlighted as shown below.




- * Release the **[Ctrl]** key.
- * Click **Next**.

The next screen displays the pending motions and notices.



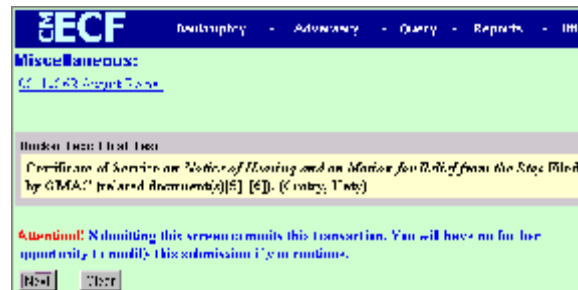
- * Select the boxes next to the related Motion and the related Notice.
- * Click **Next**.

The **Modify Text** screen appears as shown below.



- * In the Optional Text box, type “**on Notice of Hearing and on Motion for**”
- * Check the docket entry for accuracy, being sure there are no typographical errors.
- * If correct, click **Next**.

The Final Text screen appears as shown below.



- * Check the entry.

This is your last opportunity to make any changes or corrections.

NOTE: **BEFORE** the final submission of an entry, you may use the browser **BACK** button at any time during a docketing process to verify or make corrections to a prior screen.

BEFORE the final submission of an entry, you may cancel or abort an event at any time during the docketing process by clicking on another menu option on the CMECF Main Menu Bar.

- * If the entry is correct, click **Next**.

The Notice of Electronic Filing appears which notice states the date and time of filing and furnishes hyperlinks to the PDF document and the docket sheet .

It is strongly recommended that you print the notice for your records since it is your one free view of the document and your proof that the document was filed.